



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

National Institutes of Health  
Bethesda, Maryland 20892

Date:

From:

Subject: Authorization to Change Airline Tickets under Special Circumstances

To: Omega World Travel Service

Travel Authorization No.: \_\_\_\_\_

This authorization applies to the National Institute of Environmental Health Sciences (NIEHS) travelers while on official business in Washington, D.C. The authorization allows Omega to change existing reservations based upon a request change of departure time back to Raleigh-Durham, North Carolina.

If the change to the ticket cost is less than \$99.99, to include the Omega service fee, Omega is authorized by this memo to issue the ticket accordingly. It is the planner's responsibility to ensure this amended memo is forwarded to Omega the following business day. This memo should be faxed to Omega at (301) 984-2217.

**PLEASE NOTE:** *If a ticket change is \$100 or greater, an amended travel authorization is required before Omega can issue the ticket.*

As a correction to their official travel authorization, and due to scheduling changes occurring while in official travel status, the following employee, \_\_\_\_\_, is granted the authority to make changes to airline reservations under the following conditions:

\_\_\_\_\_ A change made to the ticket, (i.e., departure time is changed)

Special Circumstances:

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\_\_\_\_\_  
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Richard A. Freed, Associate Director for Management, NIEHS